

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
Local Records Commission of Cook County, Illinois**

Application No. 92:004C  
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**Inquiries and Applications to:**

Local Records Unit  
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Agency

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Approval, Local Records  
Commission of Cook County, Illinois  
County Building – Room 801  
Chicago, Illinois 60602  
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Mary Griffin

Chairman

John Daly

Director, State Archives

February 11, 1992

DATE

Thomas W. Many/Superintendent

January 3, 1992

Signature of Agency Head

Date

Thomas W. Many/Superintendent

**RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:**

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE APPROPRIATE LOCAL RECORDS COMMISSION OF COOK COUNTY 60 DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED,
- IN ADDITION THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY RULES AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

**DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON  
THE RECORDS DISPOSAL CERTIFICATE.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES  
ARE TO BE RETAINED PERMANENTLY.**

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Item No.

Record Series Title, Description and Recommendation

**SUPERINTENDENT, RECEPTION**

Unless otherwise noted, the records in this section are located in the superintendent's office.

**1. APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES**

Dates: 1992-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
  
Recommendation: Retain permanently.

The title of item #2 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

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Chairman

**2. ADMINISTRATIVE CORRESPONDENCE FILES (SURVEYS SENT TO DISTRICT FROM OTHER AGENCIES, NORTHWEST EDUCATIONAL COOPERATIVE INFORMATION, ASSOCIATIONS MATERIALS AND REPORTS)**  
**ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.**

Dates: 1960-  
Volume: 8 Cu. Ft./1 MB  
Annual Accumulation: Negligible/1 MB  
Arrangement: Chronological by year  
  
Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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**3. ANNUAL FINANCIAL REPORTS (ISBE)**

Dates:                         1963-  
Volume:                         1 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year

Recommendation:              Retain for seven (7) years, then dispose of.

**4. ANNUAL REPORT AND APPLICATION FOR RECOGNITION**

Dates:                         1961-  
Volume:                         Negligible  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year

Recommendation:              Retain for two (2) years, then dispose of.

**5. ASBESTOS MANAGEMENT PLANS (AHERA)**

Dates:                         1983-  
Volume:                         5 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year

Recommendation:              Retain permanently.

**6. AUDIT REPORTS**

Dates:                         1951-  
Volume:                         1 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year

Recommendation:              Retain permanently.

**7. BILINGUAL CENSUS REPORTS**

Dates:                         1979-  
Volume:                         Negligible  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year

Recommendation:              Retain for three (3) years, then dispose of.

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The recommendation of item #8 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

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Chairman

8. BOND RECORDS (BOND AND INTEREST RECORDS)

Dates: 1961-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: ~~Retain for two (2) years after cancellation or due date, then dispose of.~~  
*Retain bond records transcripts, resolutions and certifications permanently.*  
*Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of.*  
*Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.*

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9.       BUDGET REPORTS

Dates:                           1971-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:               Retain for seven (7) years, then dispose of.

10.      CENSUS REPORTS (SCHOOL DISTRICT REPORTS)

Dates:                           1983-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:               Retain for one (1) year, then dispose of.

11.      COUNTY AND STATE VISITATION REPORTS

Dates:                           1971-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:               Retain for seven (7) years, then dispose of.

12.      ELECTION RECORDS

Dates:                           1983-  
Volume:                          2 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:               Retain for one (1) year, then dispose of.

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**13. EMPLOYMENT APPLICATIONS**

Dates:                        1989-  
Volume:                      5 Cu. Ft.  
Annual Accumulation:        2 Cu. Ft.  
Arrangement:                 Chronological by year  
  
Recommendation:             Retain solicited applications and supporting documents for two (2) years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from the date of the application, then dispose of.

**14. END-OF-THE-YEAR REPORTS (ISBE)**

Dates:                        1960-  
Volume:                      Negligible  
Annual Accumulation:        Negligible  
Arrangement:                 Chronological by year  
  
Recommendation:             Retain for five (5) years, then dispose of.

**15. FALL ENROLLMENT AND HOUSING REPORTS (ISBE)**

Dates:                        1962-  
Volume:                      1 Cu. Ft.  
Annual Accumulation:        Negligible  
Arrangement:                 Chronological by year  
  
Recommendation:             Retain for five (5) years, then dispose of.

**16. HOUSEKEEPING REPORTS (COUNTY INSPECTION REPORTS)**

Dates:                        1981-  
Volume:                      Negligible  
Annual Accumulation:        Negligible  
Arrangement:                 Chronological by year  
  
Recommendation:             Retain for five (5) years, then dispose of.

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**17. IMMUNIZATION SURVEYS (ISBE)**

Dates:                           1977-  
Volume:                         Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for five (5) years, then dispose of.

**18. INVENTORY REPORTS**

Dates:                           1987-  
Volume:                         Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for two (2) years after superseded by new inventory, then dispose of.

**19. LEGAL FILES**

Dates:                           1966-  
Volume:                         1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for three (3) years following closure of case, then dispose of. Retain legal opinions permanently.

**20. LEGAL NOTICES AND CERTIFICATES OF PUBLICATION**

Dates:                           1975-  
Volume:                         Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for one (1) year, then dispose of.

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**21.       LEGAL OPINIONS**

Dates:                           1968-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain permanently.

**22.       LIFE SAFETY RECORDS**

Dates:                           1971-  
Volume:                          4 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain permanently.

The title of item #23 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

**23.       MINUTES  
MINUTES AND AGENDAS**

Dates:                           1930-  
Volume:                          16 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain permanently.

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**24.       NEGOTIATIONS RECORDS**

Dates:                           1971-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
  
Recommendation:                Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.

**25.       PERSONNEL CRIMINAL HISTORY BACKGROUND INVESTIGATION RECORDS**

Dates:                           1985-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
  
Recommendation:                Retain until the hiring process is completed, then dispose of. (RE: Provisions of Title 28, U.S. Code of Federal Regulations, Ch. 1, Para. 20, 21 [c] 1)

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The recommendation of item #26 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

26. PERSONNEL FILES

Dates: 1964-  
Volume: 45 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

Recommendation: ~~Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for five (5) years after termination of employment, then dispose of.~~  
*Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of. If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of. Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.*

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**27. POLICIES AND PROCEDURES**

Dates:                         1978-  
Volume:                         Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
  
Recommendation:                Retain permanently.

The recommendation of item #28 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

**28. REFERENDUM (RESEARCH, CORRESPONDENCE, INFORMATION)**

Dates:                         1985-  
Volume:                         Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              ~~Retain until administrative use is complete,  
then dispose of.~~  
                                  *Retain for one (1) year, then dispose of records  
no longer possessing any further administrative,  
fiscal, legal, and/or historical value.*

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**29.       SALARY LISTS**

Dates:                           1967-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
  
Recommendation:                Retain for seven (7) years, then dispose of.

**30.       SCHOOL CALENDARS**

Dates:                           1960-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
  
Recommendation:                Retain yearly calendars for seven (7) years,  
                                    then dispose of. Retain other calendars  
                                    contained in this record series for two (2)  
                                    years, then dispose of.

**31.       SCHOOL CLOSING RECORDS (RECORDS INCLUDE PUBLIC HEARINGS, REPORTS,  
AND CORRESPONDENCE)**

Dates:                           1975-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation: Retain permanently.

**32.       SCHOOL DISTRICT COMMITTEE RECORDS**

Dates:                           1987-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
  
Recommendation:                Retain until administrative use is complete,  
                                    then dispose of.

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33.                   STATE AID CLAIMS

Dates:                   1943-  
Volume:                  1 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:             Chronological by year

Recommendation:        Retain for three (3) years, then dispose of.

34.                   STATE REPORT CARDS

Dates:                   1986-  
Volume:                  Negligible  
Annual Accumulation:    Negligible  
Arrangement:             Chronological by year

Recommendation:        Retain for five (5) years, then dispose of.

35.                   STATEMENTS OF ECONOMIC INTEREST

Dates:                   1972-  
Volume:                  Negligible  
Annual Accumulation:    Negligible  
Arrangement:             Chronological by year

Recommendation:        Retain for seven (7) years from the date of filing with the county clerk, then dispose of.

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The recommendation of item #36 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

36. STUDENT ACCIDENT REPORTS

Dates: 1974-  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: Retain permanently.  
*Retain for not less than five (5) years after student has transferred, graduated, or otherwise withdrawn from the school. Parents must be notified before the disposal of any Student Temporary Records.*

37. TAX LEVIES

Dates: 1970-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: Retain for seven (7) years, then dispose of.

38. TEACHERS RETIREMENT SYSTEM REPORTS

Dates: 1949-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: Retain for seven (7) years, then dispose of.

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39.	<u>TEACHER SERVICE RECORDS</u>  Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain for four (4) years, then dispose of.
40.	<u>TEACHER STATE CERTIFICATES REGISTRATIONS</u>  Dates: 1977- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain until superseded by a new certificate, then dispose of.
41.	<u>TRANSPORTATION RECORDS</u>  Dates: 1959- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain for three (3) years, then dispose of.
42.	<u>VANDALISM REPORTS</u>  Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain for seven (7) years, then dispose of.
43.	<u>BUILDING MAINTENANCE REQUESTS</u>  Dates: 1985- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Reception  Recommendation: Retain for two (2) years, then dispose of.

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**44. PERSONNEL ABSENCE REPORTS FOR PAYROLL**

Dates:                         1981-  
Volume:                         6 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by month  
Location:                     Reception

Recommendation:              Retain for two (2) years, then dispose of.

**45. PERSONNEL PROFESSIONAL ABSENCE REQUESTS AND PERSONNEL ABSENCE SICK  
LEAVE AND BUSINESS LEAVE RECORDS**

Dates:                         1983-  
Volume:                         2 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year  
Location:                     Reception

Recommendation:              Retain for two (2) years, then dispose of if transferred to the work history record.

**46. STUDENT CLASS LISTS (BY SCHOOLS)**

Dates:                         1984-  
Volume:                         Negligible  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year  
Location:                     Reception

Recommendation:              Retain for one (1) year, then dispose of.

**47. STUDENT ENROLLMENT INFORMATION AND RELEASE OF SCHOOL RECORDS  
CERTIFICATION**

Dates:                         1987-  
Volume:                         Negligible  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year  
Location:                     Reception

Recommendation:              Retain for two (2) years, then dispose of.

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48.        USE OF SCHOOL FACILITIES APPLICATIONS

Dates:                           1985-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
Location:                      Reception  
  
Recommendation:               Retain for two (2) years after expiration of  
                                 use, then dispose of.

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**CURRICULUM AND INSTRUCTION RECORDS**

The recommendation of items #49-50 were amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

49. BIDS (ART AND PHYSICAL ED)

Dates: 1980-  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
  
Recommendation: ~~Retain for ten (10) years after acceptance or rejection, then dispose of.~~  
*Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.*

50. CORPORATE GRANT RECORDS

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
  
Recommendation: ~~Retain for three (3) years, then dispose of.~~  
*Retain for three (3) years following date of final expenditure report, then dispose of.*

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**51.       CURRICULUM GUIDES AND PLANS**

Dates:                           1961-  
Volume:                          3 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Alphabetical by subject, state assessment

Recommendation:              Retain for five (5) years, then dispose of.

**52.       PERSONNEL IN-DISTRICT WORKSHOP, IN-SERVICE RECORDS (RECORDS IN THIS  
SERIES INCLUDES ATTENDANCE ROSTERS, EXPENSE STATEMENTS AND TRAINING  
MATERIALS)**

Dates:                           1991-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for three (3) years, then dispose of.

**53.       PERSONNEL SICK LEAVE RECORDS (ANNUAL, PAYROLL)**

Dates:                           1960-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Alphabetical by name

Recommendation:              Retain for two (2) years, then dispose of  
                                  provided they are recorded in the individual  
                                  work history record.

**54.       SCHOOL CLASS LISTS**

Dates:                           1975-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for one (1) year, then dispose of.

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The recommendation of item #55 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

55. STATE AND FEDERAL EDUCATIONAL GRANT RECORDS

Dates: 1989-  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: ~~Retain for three (3) years, then dispose of.~~  
*Retain for three (3) years following date of final expenditure report, then dispose of.*

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**56. STUDENT APPLICATIONS TEXTBOOK LOAN RECORDS**

Dates:                         1987-  
Volume:                         5 Cu. Ft.  
Annual Accumulation:         1 Cu. Ft.  
Arrangement:                  Chronological by year

Recommendation:              Retain for two (2) years, then dispose of.

**57. STUDENT ATTENDANCE WORKSHEETS AND ATTENDANCE REPORTS BY DISTRICT AND SCHOOLS**

Dates:                         1983-  
Volume:                         2 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by month

Recommendation:              Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.

**58. STUDENT PERMANENT RECORDS**

Dates:                         1950-  
Volume:                         64 Cu. Ft.  
Annual Accumulation:         2 Cu. Ft.  
Arrangement:                  Chronological by year

Recommendation:              Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.

**59. SCHOOL IMPROVEMENT PLANS AND LEARNING ASSESSMENT PLANS**

Dates:                         1988-  
Volume:                         Negligible  
Annual Accumulation:         Negligible  
Arrangement:                  Chronological by year

Recommendation:              Retain for five (5) years, then dispose of.

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The recommendation of item #60 was amended and approved by the Local Records of Cook County on June 11, 2019.

## Chairman

60. STUDENT ATTENDANCE REGISTERS AND GRADES

Dates: 1945-

Volume: 12 Cu. Ft.

Annual Accumulation: .25 Cu. Ft.

Arrangement: Chronological by year

Recommendation: Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.

Retain for three(3) years, then dispose of provided the attendance record is posted to the student's permanent record.

*Retain for one (1) year, then dispose of provided  
the grade records have been transferred to the  
student's permanent record.*

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**Item No.**                   **Record Series Title, Description and Recommendation**

61.       STUDENT TEST SCORE RECORDS (STANDARDIZED, DISTRICT OR STATE TEST RESULTS)

Dates:                           1967-  
Volume:                          10 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year, Alphabetical by school

Recommendation:              Retain for five (5) years, then dispose of.

62.       SUBSTITUTE TEACHER PAYROLL TIME RECORDS (ANNUAL)

Dates:                           1967-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Alphabetical by name

Recommendation:              Retain for two (2) years, then dispose of.

63.       TEACHER INSTITUTE AND IN-SERVICE DAY RECORDS

Dates:                           1988-  
Volume:                          2 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for three (3) years, then dispose of.

**APPLICATION FOR AUTHORITY  
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64.       TEACHER'S MONTHLY STUDENT ATTENDANCE REPORTS AND DISTRICT STUDENT ATTENDANCE MONTHLY SUMMARY

Dates:                           1982-  
Volume:                          3 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by month

Recommendation:              Retain for two (2) years, then dispose of.

65.       TEACHER'S YEARLY SCHEDULE (DAILY-WEEKLY PROGRAM)

Dates:                           1991-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for one (1) year, then dispose of.

66.       TEXTBOOK LISTS (SUBJECT, PROGRAM AND TEXTBOOKS USED)

Dates:                           1980-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for five (5) years, then dispose of.

67.       TEXTBOOK LOAN PROGRAM REQUESTS (ISBE) (SCHOOL DISTRICT REQUESTS)

Dates:                           1987-  
Volume:                          .5 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:              Retain for three (3) years following completion of the program, then dispose of.

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**Item No.** **Record Series Title, Description and Recommendation**

## ACCOUNTS PAYABLE, BOOKKEEPING, PURCHASING, AND PAYROLL

68. ACCOUNTS PAYABLE BILLS AND INVOICES

Dates: 1970-  
Volume: 56 Cu. Ft.  
Annual Accumulation: 5 Cu. Ft.  
Arrangement: Chronological by year  
Location: Purchasing and Accounts Payable

Recommendation: Retain for seven (7) years, then dispose of.

## 69. BANK RECONCILIATIONS

Dates: 1985-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
Location: Bookkeeping

**Recommendation:** Retain for seven (7) years, then dispose of.

70. BANK STATEMENTS, CANCELLED CHECKS AND DEPOSITS

Dates: 1972-  
Volume: 28 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Chronological by year  
Location: Bookkeeping

Recommendation: Retain for seven (7) years, then dispose of.

71. BUDGET STATUS REPORT - DETAIL EXPENDITURES EDUCATION FUND (MONTHLY  
AND Y-T-D)

Dates: 1988-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
Location: Purchasing and Accounts Payable

Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual year-to-date reports for seven (7) years, then dispose of.

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72.                   CASH FLOW REVENUE, EXPENDITURES AND INVESTMENTS RECORDS (ACCOUNTING WORKSHEETS)

Dates:                   1973-  
Volume:                  2 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:            Chronological by year  
Location:               Bookkeeping

Recommendation:        Retain for two (2) years, then dispose of.

73.                   IMRF RECORDS

Dates:                   1980-  
Volume:                  2 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:            Chronological by year

Recommendation:        Retain designation of beneficiary forms until superseded by new designation or until terminated employee's seventy-eighth (78th) birthday (whichever occurs first), then dispose of. If employee has not retired by age seventy-eight (78), retain designation of beneficiary for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for seven (7) years, then dispose of.

74.                   MILK/LUNCH RECORDS (STUDENT APPLICATIONS, REPORTS)

Dates:                   1980-  
Volume:                  2 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:            Chronological by year  
Location:               Bookkeeping

Recommendation:        Retain for three (3) years, then dispose of.

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**79. STUDENT ACTIVITY RECORDS (RECORDS INCLUDE ACTIVITY REPORTS, BANK STATEMENTS, CANCELLED CHECKS)**

Dates:                           1980-  
Volume:                          22 Cu. Ft.  
Annual Accumulation:           2 Cu. Ft.  
Arrangement:                   Chronological by year  
Location:                      Bookkeeping

Recommendation:               Retain for seven (7) years, then dispose of.

**80. SUPPLY REQUISITIONS**

Dates:                           1980-  
Volume:                          11 Cu. Ft.  
Annual Accumulation:           1 Cu. Ft.  
Arrangement:                   Chronological by year  
Location:                      Purchasing and Accounts Payable

Recommendation:               Retain for two (2) years, then dispose of.

**81. TEACHERS RETIREMENT SERVICE RECORDS**

Dates:                           1980-  
Volume:                          2 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year

Recommendation:               Retain for seven (7) years, then dispose of.

**82. TRANSPORTATION RECORDS**

Dates:                           1978-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
Location:                      Bookkeeping

Recommendation:               Retain for three (3) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
83.	<u>UNEMPLOYMENT COMPENSATION REPORTS (EMPLOYERS CONTRIBUTION RECORDS)</u>
	Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Bookkeeping
	Recommendation: Retain for seven (7) years, then dispose of.
84.	<u>ANNUITY CONTRACTS (INDIVIDUAL PERSONNEL)</u>
	Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Payroll
	Recommendation: Retain annuity purchase agreements for three (3) years after close of agreements, then dispose of. Retain premium statements for seven (7) years, then dispose of.
85.	<u>EMPLOYEE INSURANCE ENROLLMENT RECORDS</u>
	Dates: 1987- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Payroll
	Recommendation: Retain for three (3) years after termination of employment, then dispose of.
86.	<u>INSURANCE POLICIES</u>
	Dates: 1987- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Payroll
	Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.

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(continued)**

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**Item No.**                   **Record Series Title, Description and Recommendation**

87.                   INSURANCE PREMIUM BILLING STATEMENTS AND COST APPLICATIONS COVERAGE COSTS

Dates:                   1987-  
Volume:                  2 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:             Chronological by year  
Location:               Payroll

Recommendation:        Retain for three (3) years, then dispose of.

88.                   PAYROLL JOURNALS, YEAR-TO-DATE AUDITS, DEDUCTION REGISTERS, AND CHECK REGISTERS

Dates:                   1988-  
Volume:                  8 Cu. Ft.  
Annual Accumulation:    2 Cu. Ft.  
Arrangement:             Chronological by year  
Location:               Payroll

Recommendation:        Retain for seven (7) years, then dispose of.

89.                   PERSONNEL TIME RECORDS

Dates:                   1989-  
Volume:                  6 Cu. Ft.  
Annual Accumulation:    2 Cu. Ft.  
Arrangement:             Chronological by year  
Location:               Payroll

Recommendation:        Retain for two (2) years, then dispose of.

90.                   STATE AND FEDERAL WITHHOLDING TAX RECORDS

Dates:                   1986-  
Volume:                  1 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:             Chronological by year  
Location:               Payroll

Recommendation:        Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of.  
                          Retain all other tax forms in this record series for seven (7) years, then dispose of.

**APPLICATION FOR AUTHORITY  
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Item No.

Record Series Title, Description and Recommendation

**LIBRARY RESOURCE CENTER AND SPECIAL SERVICES**

91. BUDGET WORK PAPERS (DETAIL EXPENDITURE RECORDS)

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
Location: Library Resource Center

Recommendation: Retain for two (2) years, then dispose of.

92. GUIDELINES, POLICIES, PROGRAM BROCHURES (FOR SPECIAL SERVICES)

Dates: 1989-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
Location: Special Services

Recommendation: Retain permanently.

93. INVENTORY (FILMS, VIDEOS, SUPPLIES)

Dates: 1984-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
Location: Library Resource Center

Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.

94. PARAPROFESSIONAL DATA RECORDS (VOLUNTEER UTILIZATION APPLICATIONS)

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: Retain for five (5) years after termination of employment, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
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The recommendation of item #95 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

95. PERSONNEL RECORDS (SPECIAL EDUCATION PROGRAM-DUPLICATE RECORDS)

Dates: 1980-  
Volume: .5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by year  
Location: Special Services

Recommendation: ~~Retain for five (5) years after termination of employment, then dispose of.~~

*Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.*

*If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.*

*If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.*

*If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of.*

*Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.*

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS**  
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**Item No.**                   **Record Series Title, Description and Recommendation**

96.       PRESCHOOL STUDENT SCREENING REPORTS (STUDENTS DID NOT QUALIFY FOR SPECIAL SERVICES)

Dates:                           1988-  
Volume:                          1 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
Location:                      Special Services  
  
Recommendation:               Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.

97.       SPECIAL EDUCATION ATTENDANCE RECORDS (OUT OF DISTRICT AND IN DISTRICT STUDENTS)

Dates:                           1970-  
Volume:                          2 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
Location:                      Special Services  
  
Recommendation:               Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.

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98.       SPECIAL EDUCATION CURRICULUM GUIDES

Dates:                           1981-  
Volume:                          Negligible  
Annual Accumulation:           Negligible  
Arrangement:                   Chronological by year  
Location:                      Special Services

Recommendation:              Retain for five (5) years, then dispose of.

**APPLICATION FOR AUTHORITY  
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**Item No.**                   **Record Series Title, Description and Recommendation**

The recommendation of items #99-100 were amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

99.                   SPECIAL EDUCATION PROGRAM GRANT RECORDS

Dates:                   1980-  
Volume:                  11 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:           Chronological by year

Records in this series include reimbursements for personnel, pupil reimbursements, summer school, tutoring, homebound/hospital work sheets, medical certifications, list of approved facilities, superintendent's authorization of personnel, memorandum, projected enrollments, in-service records, Title I records or LICA records, activity and personnel reports supporting special education, child count fact sheets and class lists, immunization reports and surveys for special education students, administrative notes and information, meeting notes, staff schedules and calendars, and grant information.

Recommendation:        ~~Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.~~  
                            *Retain for three (3) years following date of final expenditure report, then dispose of.*

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Item No.	Record Series Title, Description and Recommendation
100.	<u>STATE GRANT RECORDS (CHAPTER 2 ECIA, ESEA)</u>
	Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Special Services
	Recommendation: <del>Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</del> <b><i>Retain for three (3) years following date of final expenditure report, then dispose of.</i></b>
101.	<u>STUDENT SPECIAL EDUCATION TEMPORARY RECORDS (SPEECH AND LANGUAGE SCREENING, ETC.)</u>
	Dates: 1960- Volume: 58 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by name, Chronological by year Location: Special Education and Special Services
	Recommendation: Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.
102.	<u>SUPPLY REQUISITIONS, PACKING SLIPS AND DUPLICATE INVOICES</u>
	Dates: 1989- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by year Location: Library Resource Center
	Recommendation: Retain for two (2) years, then dispose of.

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**Item No.**      **Record Series Title, Description and Recommendation**

**JUNIOR HIGH SCHOOL**

**Unless otherwise noted, the records in this section are located in  
the Junior High School.**

**103. ACTIVITY FUND DEPOSIT SUMMARY (SCHOOL USE FOR FEES--DUPLICATES)**

Dates:                    1990-  
Volume:                  Negligible  
Annual Accumulation:   Negligible  
Arrangement:            Chronological by week

Recommendation:        Retain for two (2) years, then dispose of.

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The title of item #104 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

104. ADMINISTRATIVE CORRESPONDENCE FILES  
ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING  
EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO  
ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.

Dates: 1990-  
Volume: 1 Cu. Ft./1 MB  
Annual Accumulation: Negligible/1 MB  
Arrangement: Chronological by month

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

105. EXPENSE STATEMENTS AND CHECK REQUESTS WITH DUPLICATE CHECKS

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: Retain for two (2) years, then dispose of.

106. LUNCH REPORTS AND MILK REPORTS (MONTHLY DUPLICATES)

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by month

Recommendation: Retain for three (3) years, then dispose of.

**APPLICATION FOR AUTHORITY  
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Item No.	Record Series Title, Description and Recommendation
107.	<u>PERSONNEL ABSENCE, PROFESSIONAL, AND BUSINESS LEAVE RECORDS</u>
Dates:	1990-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Chronological by year
Recommendation:	Retain for two (2) years, then dispose of provided the records are recorded in the individual work history record.
108.	<u>PERSONNEL EMERGENCY RECORD</u>
Dates:	1991-
Volume:	Negligible
Annual Accumulation:	Negligible
Arrangement:	Alphabetical by name
Recommendation:	Retain until superseded or until administrative use is complete, then dispose of.

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The recommendation of item #109 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

109. PERSONNEL FILES (TEACHER EVALUATIONS AND TEACHER GOALS) (DUPLICATES)

Dates: 1989-  
Volume: .5 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name  
  
Recommendation: ~~Retain for five (5) years after termination of employment, then dispose of.~~  
***Transfer to Human Resource Department.***

110. PURCHASE ORDERS (DUPLICATES)

Dates: 1990-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by year

Recommendation: Retain for two (2) years, then dispose of.

111. STUDENT EMERGENCY HEALTH AND ACCIDENT RECORD (EMERGENCY NOTICE AND RELEASE RECORD)

Dates: 1990-  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

Recommendation: Retain for one (1) year after superseded, then dispose of.

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**Item No.**                   **Record Series Title, Description and Recommendation**

**112. STUDENT FEE COLLECTION RECORDS AND RECEIPTS**

Dates:                           1990-  
Volume:                         Negligible  
Annual Accumulation:         Negligible  
Arrangement:                   Numerical by homeroom

Recommendation:              Retain for two (2) years, then dispose of.

The recommendation of item #113 was amended and approved by the Local Records of Cook County on June 11, 2019.

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Chairman

**113. STUDENT HEALTH RECORDS AND ACCIDENT RECORDS**

Dates:                           1981-  
Volume:                         3 Cu. Ft.  
Annual Accumulation:         Negligible  
Arrangement:                   Alphabetical by name

Recommendation:              Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.

*Retain Health Student permanent records: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.*

*Retain Accident for not less than five (5) years after student has transferred, graduated, or otherwise withdrawn from the school. Parents must be notified before the disposal of any Student Temporary Records.*

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114. , STUDENT SPECIAL EDUCATION TEMPORARY RECORDS (DUPLICATE RECORDS)

Dates:                           1984-  
Volume:                          4 Cu. Ft.  
Annual Accumulation:           Negligible  
Arrangement:                   Alphabetical by name  
  
Recommendation:               Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.

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**Item No.**                    **Record Series Title, Description and Recommendation**

**115. STUDENT TEMPORARY RECORDS AND STUDENT DISCIPLINE FILES**

Dates:                        1983-  
Volume:                      19 Cu. Ft.  
Annual Accumulation:        6 Cu. Ft.  
Arrangement:                Alphabetical by name

Recommendation:             Retain until the usefulness of the record to the student and the school is complete, but in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified before the disposition of any student temporary records.

**116. SUBSTITUTE TEACHER RECORDS (DUPLICATES)**

Dates:                        1990-  
Volume:                      Negligible  
Annual Accumulation:        Negligible  
Arrangement:                Chronological by year

Recommendation:            Retain for two (2) years, then dispose of.

The following item 117 has been added to Application 92:004C and approved by the Local Records Commission of Cook County on October 11, 2005.

*Martha Martinez*

Chairman

**117. LUNCHROOM/CAFETERIA RECORDS (THIS RECORD SERIES CONSISTS OF:  
MENUS, MEALS SERVED, TICKETS, ETC.)**

Dates:                        2001-  
Volume:                      8 Cu. Ft.  
Annual Accumulation:        2 Cu. Ft.  
Arrangement:                Chronological

Recommendation:            Retain for three (3) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(continued)**

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**Item No.**                   **Record Series Title, Description and Recommendation**

The following items #118-#119 have been added to Application 92:004C and approved by the Local Records Commission of Cook County on December 13, 2005.

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Chairman

118.                   CONSTRUCTION RECORDS

Dates:                   1993-  
Volume:                  6 Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:            Chronological

Recommendation:        Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.

119.                   TEACHERS HANDBOOKS AND SUPPORT PERSONNEL MANUALS

Dates:                   1997-  
Volume:                  1  $\frac{1}{2}$  Cu. Ft.  
Annual Accumulation:    Negligible  
Arrangement:            Chronological

Recommendation:        Retain one copy of each permanently.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(continued)**

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Item No.

**Record Series Title, Description and Recommendation**

The following item #120 was added to Application 92:004C and approved by the Local Records Commission of Cook County on November 14, 2006.

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Chairman

120.

**BID RECORDS**

Dates: 1995-  
Volume: 4½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical  
  
Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of. Retain departmental copies until the bidding process is complete, then dispose of.